

ADVISORY BOARD OF THE CHIEF PETTY OFFICERS' MESS

201. ADVISORY BOARD. The Chief Petty Officers' Mess shall have an Advisory Board, the members of which shall be approved by the Commanding Officer. The Advisory Board shall observe the over all operation of the Mess and make recommendations to the Commanding Officer. The Advisory Board shall act only in an advisory capacity and shall not engage in any management or operational duties. The Mess Manager shall attend meetings of the Advisory Board.

202. COMPOSITION. The Advisory Board shall be composed of officers of the Mess who shall be known as the President, Vice President and the Secretary of the Mess and other representatives are as follows:

- a. Command Master Chief, Naval Station Norfolk (Honorary Chairperson).
- b. One or more representatives from the retired community.
- c. One voluntary representative from each tenant command.

203. APPOINTMENT AND DUTIES OF MESS OFFICERS

a. A Mess President shall be appointed by the Commanding Officer Naval Station Norfolk, Norfolk, Virginia. The Mess President will:

(1) Preside at all meetings of the Advisory Board and has the responsibility for the proper conduct of such meetings and for preserving order at the meetings.

(2) Subject to the approval of the Commanding Officer, appoint all committees of the Advisory Board.

b. A Mess Vice President shall be appointed by the Commanding Officer, Naval Station Norfolk, Norfolk, Virginia, and shall be charged with the responsibilities of the Mess President in his/her absence.

c. A Secretary shall be appointed by the Commanding Officer, Naval Station Norfolk, Norfolk, Virginia, and shall be charged with maintaining the minutes of all meetings using enclosure (4). Enclosure (4) shall be prepared for the Advisory Board President's signature within two working days of any meeting.

204. SPECIFIC DUTIES OF THE ADVISORY BOARD

a. Act in an advisory capacity to the Commanding Officer on matters, which come to it's attention through observation, referral and recommendation.

b. Submit recommendations regarding activities, services, and facilities provided by the Mess, and the rules and regulations pertaining thereto.

c. Act on matters presented by the Commanding Officer.

d. Appoint committees as necessary and prescribe their functions and duties.

e. Review reports of committees as well as make appropriate recommendations thereon.

f. Consider diligently all matters, which affect the Mess and submit to the Commanding Officer recommendations which best serve the common interest of the commands and patrons of the Mess.

g. Redress, insofar as possible, all complaints that may be presented to the Advisory Board.

h. Recommend to the Commanding Officer for approval such regulations and house rules for the internal administration and management of the Mess, which are proper within the authorization of reference (a).

i. Recommend action regarding any proposal to curtail or terminate the privileges of the Mess to an individual or group of individuals.

j. Review pertinent Mess regulations quarterly, or when necessary, and make recommendations for change thereto.

k. The proceedings of the Advisory Board shall be made a matter of record using enclosure (4) as an example. The Advisory Board shall review the findings and recommendations made by Committee Chairman at each meeting. Proposed action, together with such other considerations, shall be forwarded in the form of recommendations to the Commanding Officer for review using enclosure (4) as an example. Minority reports of recommendations may be submitted as enclosures to the Advisory Board's report. An information copy of all committee reports will be sent to the cognizant authority.

